

Overview:

- Targeted Improvement Plans and Turnaround Plans for identified campuses are required to be entered into the 806 Technologies' Plan4Learning Platform.

Access to TIP/TAP:

- Districts currently using Plan4Learning for DIPs/CIPs/ LIPs can continue to login using their existing credentials. TIP/TAP tabs will be visible in the campus plan and users can be added via the normal process.
- Districts not currently using Plan4Learning should use the unique link, sent by TEA to the Superintendent. Anyone with a district email can use the link to set up all users district-wide. First, click the link>enter your district email>click **Send Sign-In Link** to trigger an email from Plan4Learning>click the link in the email and enter your CDN> enter each user's name and desired TIP/TAP access>click **Submit Registration**>each listed user will be sent temporary P4L login credentials and prompted to set a permanent password.

Navigating the TIP/TAP:

- After logging into the software, notice the campus plan name at the top of the page. Depending on your access level, you may need to use the dropdown to select the desired campus.
- Click on the **TIP/TAP Tab** on the left-side Main Menu.
- A Secondary Menu will appear listing required sections, starting with the **Needs Assessment, Stakeholder Engagement, and additional Assurances**.
- Click on the first section and select or enter an answer for each question. Incomplete questions will appear in red. You may skip questions and return to complete them anytime before submission. Incomplete sections will display a red warning triangle in the Secondary Menu. Completed sections will display a green check mark. **IMPORTANT: Your selections in the SI Strategy Section will determine which sections will appear on the secondary menu.** If you enter content in a section and then change to an SI Strategy that does not require the completed section, the content will be retained even though the section is now hidden. The SI Strategy may be changed at any time before submission.
- Click the blue **Next** button at the bottom of the page to move through all the questions in each section. A grey progress bar will appear above the questions showing how many sections remain.
- When a section is complete, the blue **Next** button will move you to the next section. The corresponding section will be highlighted blue on the Secondary Menu.
- The **Additional Info** Section will always appear last. When all sections are complete, click the blue **Submit** button at the bottom of the **Additional Info** Section. The plan can be downloaded before or after submission by clicking the blue **Print Plan** button at the top right.

Communicating with Case Managers

- The TIP/TAP supports commenting inside the software. To create a comment, hover toward the right side of a question field until an orange comment bubble appears. Click the **Comment** bubble to reveal the commenting sidebar. Alternatively, click the grey comment icon in the blue header at the top right of the screen to open the commenting sidebar.

If you have any questions about navigating the software, please contact support@806technologies.com